

## Frequently Asked Questions about CVT Application

Q. I want to become a Certified Veterinary Technician in Arizona. What is required?

A. An applicant must pass the National Exam (VTNE) and the Arizona State exam. For more specific requirements please refer to the cover page of the application for Certified Veterinary Technicians under our FORMS tab.

Q. If I am only taking one exam, do I have to apply for both?

A. If you are applying for the VTNE, you must also apply to the State and pay the applicable fee. If you are applying ONLY for the State exam, you are only required to apply to the State.

Q. Can the company I work for send a business check for application fee?

A. No, the application fee must be either a cashier's check or a money order.

Q. Who do we make the cashier's check or money order out to?

A. Arizona State Veterinary Medical Examining Board, it can be abbreviated to AzVMEB.

Q. Can my moral character letters be faxed?

A. No, all documents must be the original documents, faxes will not be accepted.

Q. If I don't get the application in by the due date will I have to pay again for the next test?

A. No, once we have all your documents you will be scheduled for the next test date.

Q. Will you send study material for the test?

A. We do send the Arizona Revised Statutes and Administrative Rules to study for the state test. For the VTNE we recommend going to [www.aavsb.org](http://www.aavsb.org) for a copy of the "Candidate Information Booklet".

Q. If I got my Degree online will I be qualified to take the test?

A. All college degrees must be from an AVMA accredited college. To see if your college is listed go to [http://www.avma.org/education/cvea/vettech\\_programs/vettech\\_programs.asp](http://www.avma.org/education/cvea/vettech_programs/vettech_programs.asp)

Q. Can I send you a copy of my college transcripts?

A. Your official transcripts must be sent directly from the school.

Q. If I worked for more than one veterinarian to obtain my 4160 hours do I need a letter from each veterinarian?

A. Yes, you will need a notarized letter and verification of employment form from each Arizona licensed **responsible veterinarian** you have worked for to obtain your 4160 hours. The responsible veterinarian is the veterinarian who held the premise license for the premise at the time you were employed there.

Q. What happens if I don't pass the test? Can you use the information I have already sent on my new application?

A. No, you will need to reapply with a complete new application and documents. Official college transcripts are the only part of the application we can reuse on a new application.

Q. How will I know if you have my application?

A. Once your application is received and processed, you will receive either a letter of completion or a letter advising you further documentation is required.

Q. What happens if my birth certificate has a different name then my application?

A. You will need supporting documentation, which links the name on the application to the name on the birth certificate. Examples include a copy of your marriage license or divorce certificate.